



COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 13-2010

Posting Date: March 29, 2010

JOB TITLE	<u>MENTAL HEALTH CLINICAL PROGRAM HEAD /AMERICAN INDIAN COUNSELING CENTER</u>
EXAM NUMBER	247269
FILING DATES	March 30, 2010 until needs are met
SALARY	\$7,738.55 - \$10,149.00 MONTHLY
POSITION INFORMATION	<p>Assists in the direction of a mental health services program of the Department of Mental Health.</p> <p>The positions allocable to this class report to a Mental Health Clinical District Chief and have responsibility for assisting in the administration of a mental health services program in a region or bureau. Incumbents in these positions design treatment programs and coordinate program services with other regions and bureaus.</p>
ESSENTIAL JOB FUNCTIONS	<p>Plans, assigns, and evaluates the work of subordinate staff.</p> <p>Coordinates the development and delivery of staff training necessary to maintain the mandated level of service with Program Development Bureau.</p> <p>Develops reporting procedures to ensure that statistical data concerning the program is reported accurately and in a timely manner.</p> <p>Formulates policies and procedures that regulate the mental health services program.</p> <p>Represents the mental health services program in meetings with other County departments, State and Federal representatives, and other public and private agencies.</p> <p>Investigates concerns surrounding the program from patients and the public in conjunction with Patient Rights Advocacy Division.</p> <p>Initiates requisitions for supplies and personnel required to operate the program.</p> <p>Implements DMH policies and procedures, ensuring compliance with Federal and State Medicare/Medical guidelines.</p>

Department of Mental Health: Address: 550 S. Vermont Ave., Room 901, Los Angeles, CA 90020
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

SELECTION REQUIREMENTS

Option I: Two years of experience in the application of mental health techniques in a community mental health setting as part of a multi-disciplinary team -AND- A license to practice as a psychologist* granted by the California Board of Psychology.

-OR-

Option II: Three years of social work experience on a multi-disciplinary mental health team -AND- A license to practice as a clinical social worker* granted by the California Board of Behavioral Sciences.

-OR-

Option III: Four years of experience as a registered nurse on a multi-disciplinary mental health team. A Master's degree in Nursing Administration, Psychology or a related field from an accredited** college or university will be accepted for one year of the required experience -AND- A license to practice as a registered nurse* issued by the California Board of Registered Nursing.

-OR-

Option IV: Three years of marriage, family, and child counselor work experience on a multi-disciplinary mental health team -AND- A license to practice as a marriage and family therapist* granted by the California Board of Behavioral Sciences.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *Applicants must provide a copy of their current license to practice as a psychologist, clinical social worker, registered nurse, or marriage and family therapist issued by the respective California Board at the time of filing.

*In order to receive credit for your Master's degree under Option III, you must include a photocopy of your diploma or official transcripts, indicating the field of study, with your application at the time of filing.

Accredited institutions are those listed in the publications of regional, national or international accrediting agencies, which are accepted by the Department of Human Resources (DHR). Publications such as **American Universities and Colleges and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.

DESIRABLE QUALIFICATIONS

An active participant in Native American Indian community groups and/or professional affiliations

Experience within the last five years mentoring young Native American Indians in the community towards successful life achievements

Experience within the last five years working in a Native American Indian community providing professional clinical services

SPECIAL INFORMATION	<p>Shift: Any Shift</p> <p>Past and present mental health clients and family members are encouraged to apply.</p>
VACANCY INFORMATION	<p>The eligible register resulting from this examination will be used to fill a vacancy at the American Indian Counseling Center in Cerritos for the County of Los Angeles, Department of Mental Health.</p>
EXAMINATION CONTENT	<p>This examination will be a rating from record weighted 100%. The rating from record will evaluate experience and desirable qualifications based on application information and Job Specific Questionnaire. Candidates must achieve a minimum passing score of 70% or higher on the rating from record in order to be placed on the eligible register.</p>
ELIGIBILITY INFORMATION	<p>The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete for this examination more than once in a twelve (12) month period.</p>
SUPPLEMENTAL INFORMATION	<p>Additional Information may be found at: http://easier.co.la.ca.us/jobs/Supplemental/247269.doc</p>
APPLICATION INFORMATION	<p style="text-align: center;">*** IMPORTANT INFORMATION ***</p> <p><u>FILING START DATE:</u> Tuesday, March 30, 2010</p> <p>All applicants are required to submit a Standard County of Los Angeles Employment Application and Job Specific Questionnaire. You have the option of filing your application and Job Specific Questionnaire either online (via electronic submission) -OR- by hard copy submission. Please select only one method to file your application. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended or closed at anytime without advance notice.</p> <p><u>Instructions for Filing Online:</u> A Standard County of Los Angeles Employment Application and Job Specific Questionnaire for this examination can be completed online and submitted electronically beginning March 30, 2010. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted.</p> <p>To apply online, click on the link below on or after March 30, 2010. https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1332BR</p> <p>Applicants who apply online, must upload any required documents as attachments during application submission or fax the documents to (213) 637-8274 within five (5) business days of filing online. <u>Please include your Name, the Exam Number and the Exam Title on the faxed documents.</u></p> <p><u>Instructions for Hard Copy Submission:</u> A Standard County Employment Application and Job Specific Questionnaire for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning March 30, 2010. Hard copy applications may be hand delivered or sent through the U.S. mail. Applications received by the DMH-Recruitment Unit after the last day of filing will NOT be accepted. Postmark date will NOT be accepted. The Standard County Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at: http://easier.co.la.ca.us/JobInfo/empapp.pdf.</p> <p>The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS. Please fill out the application and Job Specific Questionnaire completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names</p>

and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process. Falsification of records can result in disqualification from the examination or termination of employment.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Mental Health, Human Resources Bureau
550 South Vermont Avenue, 9th Floor, Room 901
Los Angeles, CA 90020
(213) 738-2823

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2823.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2823. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.